eBRAP

Electronic Biomedical Research Application Portal

eBRAP Regulatory File Drop-Off Instruction Guide

Version 1.0

Regulatory File Drop-Off
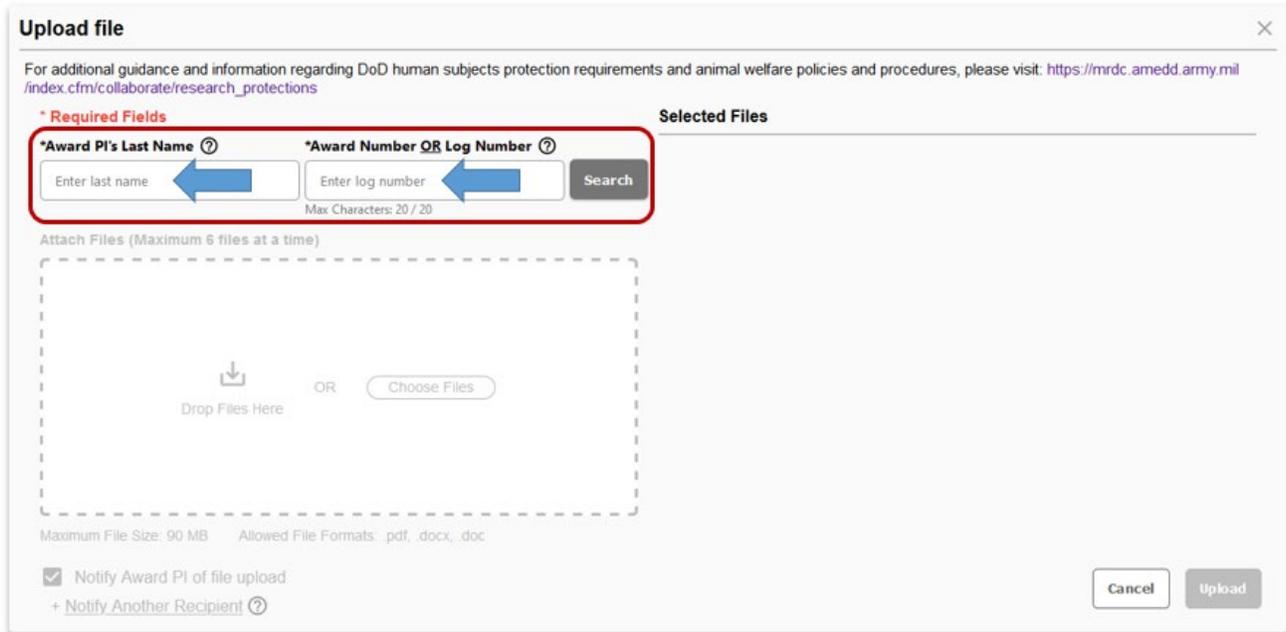
METHOD 1: Uploading Regulatory Files (All Users)

To access the Regulatory File Drop-Off within eBRAP, first create a Principal Investigator account, or log in to an existing account.

Once logged in, access the drop-down menu from the upper right corner of the screen, next to your name and click "Regulatory File Drop-Off."

This will take you to the **Regulatory File Drop-Off** page, shown below.

Enter the **last name** of the Award PI (Principal Investigator for the primary award), and either the **Log Number or Award Number** for the relevant award in the boxes circled below, then click "Search."

If the information entered matches a funded award, the file drop upload section will become active as shown below. The user may drag and drop regulatory files or select them from a folder for upload.
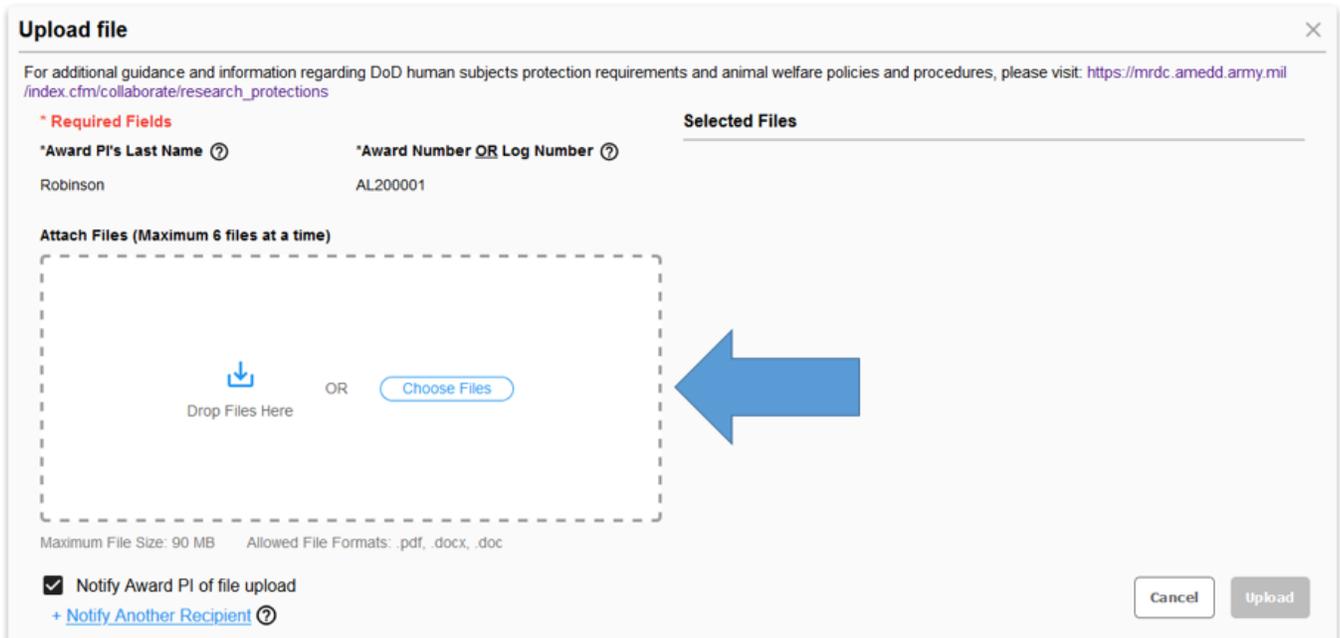
Once a file (or multiple files – **up to 6 may be uploaded at one time**) has been selected for upload, you will be prompted to select a file category from a dropdown menu and enter a description of the document. Please be as specific as possible, and include an ACURO or HRPO protocol number if known.

Viewing Submitted Files

"Recently Submitted Files" tab located below the file upload module will display files uploaded **within the past 14 days**.

Award PI Last Name	File Category	File Name	File Description	Uploaded Date
Recently Submitted Files	**Previously Submitted Files**			
▾ Log Number/Award Number : AL200001/None (1)				
Robinson	IACUC-Approved Protocol Document	IACUC Protocol.pdf	IACUC Protocol A-3392-01	6/29/2021, 2:09:28 PM (EST/EDT)

"Previously Submitted Files" tab located below the file upload module will display history of files loaded **more than 14 days ago** however the files will not be accessible via eBRAP (file link will be disabled).

Award PI Last Name	File Category	File Name	File Description	Uploaded Date
Recently Submitted Files	**Previously Submitted Files**			
▾ Log Number/Award Number : AL200001/None (4)				
Robinson	ORP Submission Checklist-Cadavers	Sample.pdf	Word	5/4/2021, 1:05:33 PM (EST/EDT)
Robinson	Human Research Protocol Submission Form	Sample.pdf	testing	5/4/2021, 1:05:33 PM (EST/EDT)
Robinson	IACUC-Approved Protocol Document	Sample.pdf	Document Description	5/4/2021, 1:05:32 PM (EST/EDT)
Robinson	HRPO Submission Form -- Secondary Research Involving the Use of Data/Specimens	Sample.pdf	Test	4/22/2021, 2:31:17 PM (EST/EDT)

Document Upload Notification Emails

When uploading documents via the regulatory file drop-off, the *"Notify Award PI of file upload"* check box will automatically be checked. Users can un-check the box if they do not wish to notify the award PI of document upload.

Furthermore, **up to three additional recipients** can be added for notification of file upload by clicking *"Notify Another Recipient".*

METHOD 2: Uploading/Accessing Files (Inside an Award Management Record)

To upload regulatory files into an existing Award, the PI of the award can access the award under the '*My Applications Tab'*.

Click on the **Log Number** for the award to expand the selection.

Then click the '***View Award Management Information'*** link to access the record.

Within the award management section, the '**_Regulatory Documents_'** tab will take you to the regulatory file drop-off section as described in Method 1.

Your **Last Name** and **Log Number** will be pre-populated and the file upload section will be active, unlike in Method 1.

Note: Using this method, you may only upload documents to your own award. If you are a site PI/collaborator on a project in which you are not the award PI but have been asked by ORP to submit documents for your site, you may load files using Method 1.

Regulatory Resources

For additional guidance and information regarding DoD human subjects protection requirements and animal welfare policies and procedures, please visit:

https://mrdc.amedd.army.mil/index.cfm/collaborate/research_protections